



**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
HEADQUARTERS GROUP VII, OHIO WING
PSC BOX 10367, WRIGHT-PATTERSON AFB, OH 45433-5361**

1 November 2000

MEMORANDUM FOR ALL GROUP VII PERSONNEL

FROM: CC

SUBJECT: Unit Goals and State of the Unit Reports (CC-014)

1. Having unit goals helps the unit commander focus on accomplishing objectives that will strengthen and improve the unit. Each unit will prepare unit goals for each calendar year. Goals should be challenging, yet achievable and posted at the unit meeting location for members to see. Unit commanders will forward their unit goals to the Group Commander by the fourth Monday of January each year.


2. Unit commanders will also prepare a State of the Unit Report that will be due to the Group Commander by the fourth Monday of January each year. This report will contain three categories: Plans, Progress, and Problems.

a. Plans. What plans does the unit have for the coming year? They should tie in with the unit goals.

b. Progress. What progress has the unit made in regards to previous goals, plans, or problems?

c. Problems. What problems is the unit experiencing? Be honest so that the proper steps can be taken to correct problems and deficiencies.

3. The State of the Unit Report can be e-mailed to GpVII@aol.com. Goals should be designed for posting at unit meetings.


MICHAEL K. HOOD, Lt Col, CAP
Commander